

Budget Formulation

(SAID:42400)

DATE/TIME:	1 – 4 February 05 (0800-1600)
COST:	\$490 per person
DESCRIPTION:	<p>This course furnishes a clear understanding of the processes of budget formulation, encompassing a logical progression from the basic steps to the more complex aspects of planning, estimating, consideration of alternatives, and final preparation of an effective budget document. This four-day course begins with a description of Federal budgeting, the pertinent laws and directives that pertain to agency budget formulation, and discussion of the purpose and use of budgets. Of major concern in the course will be data collection inputs and calculations that are required in the compilation of the opening budget. Workshop problems will be the nucleus of this course. Participants will prepare documents that are submitted to the agency budget decisions and compile the formats as required by the Office of Management and Budget Circular A-11.</p> <p>Special topics include:</p> <ul style="list-style-type: none"> • Principles of budget formulation • Planning for budget • Budget formulation techniques • Estimating procedures • Application workshop in budget formulation • Zero base budgeting
ELIGIBILITY:	This course is designed so that everyone working toward a career in budgeting or financial management, i.e., budget technicians, management trainees, financial management technicians and clerk, and interns will benefit from participation.
VENDOR:	<p>Ed Dappen 464 Woodland Drive, Zwolle, Louisiana 71486-3972 Please put vender's name and mailing address on DD 1556, Block 19a & b.</p>
LOCATION:	Yokosuka Naval Base (The classroom will be determined later.)
POC:	Commander U.S. Naval Force, Japan (CNFJ), Regional Training Office (RTO) N114 at 243-8182
NOMINATION PROCEDURES:	<p>Submit DD 1556 via appropriate management chain and activity training coordinator to CNFJ, RTO, N114 NLT 30 Nov 04. Payment method for the course is a <u>DD form 1556 with a line of accounting</u>. Payment by a credit card will not be accepted.</p>
NOTE:	Cancellation after deadline date are liable for payment.